

## 17-560 State Civil Service

The mission of the Department of State Civil Service is to develop and administer human resource practices that enable employees and organizations to provide cost-effective, quality services in a manner that is consistent with Article X of the Louisiana Constitution and consistent with the unique requirements of operating in the public sector.

The goals of the Department of State Civil Service are:

1. To improve the classification and compensation systems through the development and implementation of flexible job evaluation and pay policies and practices that can be adapted to meet agencies' unique requirements.
2. To create and administer programs, rules, and procedures that promote and encourage effectiveness and accountability in state agencies and their employees.
3. To provide hiring and promotion processes to make qualified candidates available for timely employment and promotion decisions by state managers.
4. To develop the capabilities of agency supervisors and Human Resource Managers to assume greater responsibilities over the management of human resources through training and other activities.
5. To improve the discipline and appeal procedures through streamlining the processes and educating users.
6. To utilize technology to improve the productivity and effectiveness of Civil Service and its user agencies.
7. To provide for the systematic evaluation of the effectiveness of human resource practices in state agencies.

The Department of Civil Service has made a commitment to better serve the citizens of Louisiana, state agencies, and state employees. Upon review of Governor Foster's Vision 2020 plan for the State of Louisiana, the Department of Civil Service increased its efforts toward Advancing Service, Creating Excellence, and Nurturing Distinction (ASCEND 2020) in support of Vision 2020. There are four components of ASCEND 2020, all of which will increase the efficiency and effectiveness of the Department of Civil Service. The four components are: 1) Work Flow Design (this project will alter the way personnel transactions are processed by state agencies and reviewed by Civil Service); 2) Internet Vacancy Posting (this project will enable vacancies to be advertised on the Internet); 3) Document Imaging (the conversion of the state's official personnel files from paper to electronic images); and 4) Internal Restructuring (converting from the current functionally based structure to a customer based structure).

The Department of State Civil Service has two programs: Administration and Human Resources Management.

The Department of Civil Service is comprised of 5 budget units: State Civil Service, Municipal Fire and Police Civil Service, Ethics Administration, State Police Commission, and Division of Administrative Law. Each budget unit completes a separate strategic plan and operational plan.

## BUDGET SUMMARY

	ACTUAL 1999 - 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$5,000	\$0	\$0	\$557,142	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	5,943,359	7,231,104	7,273,919	5,925,294	6,536,112	(737,807)
Fees & Self-gen. Revenues	364,309	424,326	426,579	338,075	410,078	(16,501)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
<b>TOTAL MEANS OF FINANCING</b>	<b>\$6,312,668</b>	<b>\$7,655,430</b>	<b>\$7,700,498</b>	<b>\$6,820,511</b>	<b>\$6,946,190</b>	<b>(\$754,308)</b>
EXPENDITURES & REQUEST:						
Administration	\$3,044,498	\$4,076,317	\$4,121,385	\$3,174,045	\$3,449,797	(\$671,588)
Human Resources Management	3,268,170	3,579,113	3,579,113	3,646,466	3,496,393	(82,720)
<b>TOTAL EXPENDITURES AND REQUEST</b>	<b>\$6,312,668</b>	<b>\$7,655,430</b>	<b>\$7,700,498</b>	<b>\$6,820,511</b>	<b>\$6,946,190</b>	<b>(\$754,308)</b>
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	105	111	111	111	109	(2)
Unclassified	0	0	0	0	0	0
<b>TOTAL</b>	<b>105</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>109</b>	<b>(2)</b>

This agency's recommended appropriation includes \$137,025 of funds for short-term debt.

This agency does not have any long-term debt for Fiscal Year 2001-2002.

This agency's recommended appropriation also includes the following amount by means of financing for payments on the unfunded accrued liability of the Louisiana State Employees' Retirement System in accordance with the provisions of Article X, Section 29 of the Constitution of Louisiana:

State General Fund by:

Interagency Transfers	\$268,195
Fees & Self-gen. Revenues	14,116

Total	\$282,311
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